



# Designated Filer Quick Card for Attorneys

## DESIGNATED FILERS AND CASE INITIATIONS

Attorneys registered with the Statewide Grievance Committee and law firms which have obtained a law firm juris number may designate authorized individuals to file case initiation documents on their behalf. A designated filer will have a UserID and a password for use in accessing E-Services to maintain the designated filer's account and to file case initiation documents electronically in the Superior Court on behalf of the attorney or law firm.

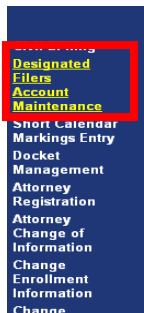
**Any electronic transactions conducted by a designated filer will be presumed to have been authorized by the attorney and/or law firm whose juris number was used by the designated filer to conduct the electronic transaction.**

## Designated Filer Application Process

A new designated filer may be authorized by the creation of a new designated filer account or a designated filer may be authorized from the list of existing designated filers whose accounts have already been created by other attorneys or law firms. If the designated filer already exists in the system, the attorney/law firm will add the designated filer as an authorized designee.

## Creating a New Designated Filer Account

- Select **Designated Filers Account Maintenance** from the menu on the left.



**E-Services - 101751 ALICE E HARRINGTON**  
aehdjm524@aol.com

E-Services has been developed to permit the development and expansion of electronic services.

The electronic services currently available are listed on the menu bar on the left of this page.

Your juris number, name, and email address on file with E-Services is shown above. To change your email address or other information in your enrollment form (telephone number, fax number, or security question and answer), please click on the email address listed above.

To change information in your attorney registration form, please select **Attorney Change of Information**.

- Any designated filers that you have already authorized will be displayed.
- Click on the **Add a Designated Filer** button on the left

**Designated Filers Account Maintenance**

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- Select 'Add a Designated Filer' to authorize existing designated filers or to create a new designated filer account.
- Select 'Remove Designated Filer' to remove authorization for an existing designated filer.
- Select 'Replace Initial Password' to:
  - generate a new password for a 'Pending' designated filer account and
  - unlock a designated filer account that has been locked because of multiple unsuccessful login attempts.

### Authorized Designated Filers

Records: 2

Name	User ID	E-Mail	Address	Phone	Status	
AGOSTA, JENNIFER	JENNIFERAGOSTA	JENNIFERAGOSTA@JUD.CT.GOV	225 SPRING STREET WETHERSFIELD, CT 06109	860-555-5555	Active	<a href="#">Remove Designated Filer</a>
CASTAGNA, J.P.	J.P.CASTAGNA	JPC.NCS@AOL.COM	122 NIANITIC BLVD. NIANITIC, CT 06051	203-555-5555	Active	<a href="#">Remove Designated Filer</a>

[Add a Designated Filer](#)

[Return to E-Services](#)

## Questions?

E-Services Help Line (866) 765-4452 or [EServices@jud.ct.gov](mailto:EServices@jud.ct.gov)  
Janice Calvi (860) 263-2734 Ext. 3038 or  
Alice Mastrony (860) 706-5321

- Click on the **Create New Designated Filer** button on the right

**Designated Filers Account Maintenance**

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Select the box to the right of an existing Designated Filer(s) to authorize that filer or select 'Create New Designated Filer' to create new designated filer account.

First Name:  Starts With

\*Last Name:  Starts With

- To create an account for someone who has not been previously designated, you must enter data, including the name, address and phone number of the person to be designated.

Enter data for new designated filer account. Fields with an asterisk (\*) must be filled in.

\*First Name:

MI:

\*Last Name:

Suffix:

\*Address Line 1:

Address Line 2:

\*City:  \*State:

\*Zip:  Zip Plus Four:

\*Phone Number (999-999-9999):  Ext:

- Review, confirm and certify the information about the designated filer and sign with your **individual** juris number.

Last Name: Connors  
Suffix:  
Address Line 1: 271 Post Rd.  
Address Line 2:  
City: Fairfield State: CT  
Zip: 06824 Zip Plus Four: 3812  
Phone Number: 203-555-5555 Ext:

Certification:  
☒ I certify that the information I have provided regarding the designated filer is true and accurate. By submitting this form, I am identifying and obtaining a password for the individual named above for his or her use on behalf of the logged-in juris number in filing case initiation documents with the court. I understand that any case initiation documents submitted by the designated filer will be presumed to have been authorized by the attorney and/or law firm whose juris number was used together with the password of the designated filer.

Electronic Signature - Your individual JURIS # here:

- Submit the designated filer application and a confirmation will be displayed on the screen.
- The confirmation will also have a system-generated password and UserID for the designated filer. This password and UserID should be given to the designated filer.

### The following Designated Filer has been created

First Name: Joseph  
MI:  
Last Name: Connors  
Suffix:  
Address Line 1: 271 Post Rd.  
Address Line 2:  
City: Fairfield State: CT  
Zip: 06824 Zip Plus Four: 3812  
Phone Number: 203-555-5555 Ext:

User ID: JOSEPHCONNORS  
Initial Password: 59472BE7

Remember to print this screen or note the user ID and password for delivery to the designated filer.

[Return to Maintain Designated Filer](#)

[Return to E-Services](#)

- The new designated filer must log in with the UserID and the password that you receive and complete/update the information in the account in order to activate the designated filer's account.
- At the first login, the new designated filer will be required to change the system-generated password to one that has 8-10 characters, including at least one number (0-9) but containing no special characters (i.e., #, @ or %).

**Note:** If you or your newly designated filer misplaces the UserID and password, you may log back in to E-Services, select **Designated Filers Account Maintenance**, and click on **Replace Initial Password**. The UserID and a password will be displayed.

**Designated Filers Account Maintenance**  
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- Select 'Add a Designated Filer' to authorize existing designated filers or to create a new designated filer account.
- Select 'Remove Designated Filer' to remove authorization for an existing designated filer.
- Select 'Replace Initial Password' to:
  - generate a new password for a 'Pending' designated filer account and
  - unlock a designated filer account that has been locked **because of** multiple unsuccessful login attempts.

#### Authorized Designated Filers

Records: 1

Name	User ID	E-Mail	Address	Phone	Status	
HASKELL, EDWARD	EDWARDHASKELL		211 PINE STREET MAYFIELD, CT 06850	203-555-5555	Pending	<a href="#">Remove Designated Filer</a> <a href="#">Replace Initial Password</a>

[Add a Designated Filer](#) [Return to E-Services](#)

- Until the new designated filer has logged in, he or she will appear as **Pending** in the system:

#### Authorized Designated Filers

Records: 1

Name	User ID	E-Mail	Address	Phone	Status
HASKELL, EDWARD	EDWARDHASKELL		211 PINE STREET MAYFIELD, CT 06850	203-555-5555	Pending

[Add a Designated Filer](#) [Return to E-Services](#)

### Authorizing an Existing Designated Filer

- To authorize as a designated filer someone whose account has already been created by another attorney or law firm, you must add a designated filer from a list of existing designated filers.
- Select **Designated Filers Account Maintenance** from the menu on the left.
- Click on the **Add a Designated Filer** button on the left of the screen
- Locate the designated filer you wish to authorize from the list of active designated filers by filling in the search fields and clicking the **Search** button.

Select the box to the right of an existing Designated Filer(s) to authorize that filer or select 'Create New Designated Filer' to create a new designated filer account.

First Name:  Starts With   
 Last Name:  Starts With

Records: 25

Name	User ID	E-Mail	Address	Phone	Status	Select
AGOSTA, J	JAGOSTA		2 TWO STREET HARTFORD, CT 06103	222-222-2222	Pending	<input type="checkbox"/>
AGOSTA, JEN	JENAGOSTA		225 SPRING STREET WETHERSFIELD, CT 06109	860-555-6666	Pending	<input type="checkbox"/>
AGOSTA, JENNIFER	JENNIFERAGOSTA	JENNIFERAGOSTA@JUD.CT.GOV	225 SPRING STREET WETHERSFIELD, CT 06109	860-555-5555	Active	<input checked="" type="checkbox"/>
CAMILLERI, AMY	AMYCAMILLERI	AMY.CAMILLERI@JUD.CT.GOV	225 SPRING STREET WETHERSFIELD, CT 06109	860-555-5555	Active	<input type="checkbox"/>

- Select the existing designated filer from the list of active designated filers by clicking in the box to the right

- Certify the authorization of the selected designated filer by clicking in the certification box and signing with your individual juris number

The following Designated Filer(s) will be Authorized:

Name	User ID	E-Mail	Address	Phone	Status
ANDERSON, FAITH	FAITHANDERSON2	FAITH@FAITH.COM	332 BROAD ST BERLIN, CT 06055	555-444-2222	Active

Certification:

I designate the selected individual(s) to file case initiation documents with the court on behalf of the logged-in juris number. I understand that any case initiation documents submitted by the designated filer will be presumed to have been authorized by the attorney and/or law firm whose juris number was used together with the password of the designated filer.

Electronic Signature - Your individual JURIS # here:

- Click **Submit** and you will see the confirmation screen below:

You have successfully added the designated filer shown below.

- Select 'Add a Designated Filer' to authorize existing designated filers or to create a new designated filer account.
- Select 'Remove Designated Filer' to remove authorization for an existing designated filer.
- Select 'Replace Initial Password' to:
  - generate a new password for a 'Pending' designated filer account and
  - unlock a designated filer account that has been locked **because of** multiple unsuccessful login attempts.

#### Authorized Designated Filers

Records: 3

Name	User ID	E-Mail	Address	Phone	Status	
ANDERSON, FAITH	FAITHANDERSON2	FAITH@FAITH.COM	332 BROAD ST BERLIN, CT 06055	555-444-2222	Active	<a href="#">Remove Designated Filer</a>
CONNORS, JOSEPH	JOSEPHCONNORS		271 POST RD, FAIRFIELD, CT 06824-3812	203-555-5555	Pending	<a href="#">Remove Designated Filer</a> <a href="#">Replace Initial Password</a>
DONUT, JOE, B	JOEDONUT		ST HTFD, CT 06+10	860-25-5-12	Pending	<a href="#">Remove Designated Filer</a> <a href="#">Replace Initial Password</a>

[Add a Designated Filer](#) [Return to E-Services](#)

**Note:** A designated filer may be removed from your list of authorized designated filers. Select **Remove Designated Filer** to the right of the person's name and then click **Confirm**.

### EXPANDED SHOPPING CART AND MY E-FILED ITEMS

- Items in your **Shopping Cart** will remain in the cart for 56 calendar days. You may delete them or pay for and file them at any time during that period.

Documents Summary	Will Remain in Shopping Cart Until	Process Payment
FIRST BANK OF BEDROCK v. FLINTSTONE, FREDERICK KNO-CV-09-Case # Not Yet Assigned Electronic Documents: <a href="#">See SUMMONS</a> <a href="#">See COMPLAINT</a> <a href="#">See RETURN OF SERVICE</a> Shopping Cart Notes: Attorney/Firm=Individual Juris # 101751	Case Type: C40 4/16/2009	Filing Fee \$225.00 <input type="button" value="Delete Transaction"/>
MAYBERRY BANK AND TRUST CO., INC. v. FIFE, BARNEY FST-CV-09-Case # Not Yet Assigned Electronic Documents: <a href="#">See SUMMONS</a> <a href="#">See COMPLAINT</a> <a href="#">See RETURN OF SERVICE</a> Shopping Cart Notes: Attorney/Firm=Individual Juris # 101751	Case Type: P00 4/16/2009	Filing Fee \$225.00 <input type="button" value="Delete Transaction"/>
NELSON, HARRIET v. CLEAVER, WARD AAN-CV-09-Case # Not Yet Assigned Electronic Documents: <a href="#">See SUMMONS</a> <a href="#">See COMPLAINT</a> <a href="#">See RETURN OF SERVICE</a> Shopping Cart Notes: Attorney/Firm=Individual Juris # 101751	Case Type: T40 4/16/2009	Filing Fee \$225.00 <input type="button" value="Delete Transaction"/>

- **My E-Filed Items** will display all documents filed by the logged in juris number or by a designated filer on behalf of the logged in juris number for the past thirty days.
- Each item will include information on who performed the data entry and who made the payment.

Case Information	Form	File Date
NELSON, HARRIET v. CLEAVER, WARD <a href="#">AAN-CV-09-600718S</a> Data Entry By: ALICE E HARRINGTON (101751) Payment By: ALICE E HARRINGTON (101751)	Case Initiation Pending Acceptance	Feb 19 2009 Payment Ref #V19N1C46DBA6
FIRST BANK OF BEDROCK v. FLINTSTONE, FREDERICK <a href="#">KNO-CV-09-610031S</a> Data Entry By: ALICE E HARRINGTON (101751) Payment By: ALICE E HARRINGTON (101751)	Case Initiation Pending Acceptance	Feb 19 2009 Payment Ref #V19N1C46DBA6
MAYBERRY BANK AND TRUST CO., INC. v. FIFE, BARNEY <a href="#">FST-CV-09-600118S</a> Data Entry By: ALICE E HARRINGTON (101751) Payment By: ALICE E HARRINGTON (101751)	Case Initiation Pending Acceptance	Feb 19 2009 Payment Ref #V19N1C46DBA6
FLOYD'S MORTGAGE COMPANY v. TAYLOR, ANDY <a href="#">LU-CV-09-600057S</a> Data Entry By: Designated Filer: J.P. CASTAGNA (J.P. CASTAGNA) Payment By: ALICE E HARRINGTON (101751)	Case Initiation Pending Acceptance	Feb 19 2009 Payment Ref #V19N1C46DBA6